

EXHIBIT 3-K
Montana Department of Commerce

Homebuyer Set Up & Completion Form
HOME Program (for single and multi-address activities)

Check appropriate box: <input type="checkbox"/> Original Submission <input type="checkbox"/> Change Owner's Address <input type="checkbox"/> Ownership Transfer <input type="checkbox"/> Revision	Name and Phone Number of Person Completing Form: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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SET UP HOMEBUYER ACTIVITY

A. General information

1. Name of Participant <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	2. IDIS Activity ID Number: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	3. Activity Name: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>
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B. Objectives and Outcomes (for MDOC use only)

1. Objective <input type="checkbox"/> (1) Create suitable living environment <input type="checkbox"/> (2) Provide decent affordable housing <input type="checkbox"/> (3) Create economic opportunities	2. Outcome <input type="checkbox"/> (1) Availability/accessibility <input type="checkbox"/> (2) Affordability <input type="checkbox"/> (3) Sustainability
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C. Special Characteristics

1. Activity Location (Check any that apply) <input type="checkbox"/> (1) CDBG Strategy Area <input type="checkbox"/> (5) Brownfield redevelopment area <input type="checkbox"/> (2) Local target area <input type="checkbox"/> (6) Conversion of nonresidential to residential use <input type="checkbox"/> (3) Presidentially declared major disaster area <input type="checkbox"/> (4) Historic preservation area <input type="checkbox"/> (7) Colonia (for AZ, CA, NM, TX only)	2. Will this activity be carried out by a faith-based organization? <input type="checkbox"/> Yes <input type="checkbox"/> No
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D. Activity Information

1. Activity Type (check one) <input type="checkbox"/> (2) New Construction ONLY <input type="checkbox"/> (4) Acquisition AND Rehabilitation <input type="checkbox"/> (3) Acquisition ONLY <input type="checkbox"/> (5) Acquisition AND New Construction					
2. Homebuyer's Name: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	3. Street: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>				
4. City: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	5. State: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	6. ZIP Code: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	7. County Code: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	Activity Estimates:	
				8. HOME units: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	9. HOME Cost: \$0
10. Multi-Address: <input type="checkbox"/> Yes <input type="checkbox"/> No		11. Loan Guarantee? <input type="checkbox"/> Yes <input type="checkbox"/> No			

E. Developer (for multi-address activities ONLY)

1. Developer Type (check one): <input type="checkbox"/> (1) Individual <input type="checkbox"/> (4) Not-for-Profit <input type="checkbox"/> (2) Partnership <input type="checkbox"/> (5) Publicly Owned <input type="checkbox"/> (3) Corporation <input type="checkbox"/> (6) Other	2. Developer's Name: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		
3. Developer's Street Address: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>			
4. City: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	5. State: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	6. ZIP Code: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	

Homebuyer Completion Form

HOME Program (for single and multi-address activities)

COMPLETE HOMEBUYER ACTIVITY

F. Activity Information. If this is a multi-address activity, make copies of pages 2 and 3 this form so that cost and beneficiary information is reported for each address – Sections I, J, and K.

1. Activity Type (check one) <input type="checkbox"/> (2) New Construction ONLY <input type="checkbox"/> (3) Acquisition ONLY <input type="checkbox"/> (4) Acquisition AND Rehabilitation <input type="checkbox"/> (5) Acquisition AND New Construction	2. Property Type (check one) <input type="checkbox"/> (1) 1-4 (unit) Single Family <input type="checkbox"/> (2) Condominium <input type="checkbox"/> (3) Cooperative <input type="checkbox"/> (4) Manufactured Home	3. FHA Insured? (For single-address activities.) <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Lease Purchase? (For single-address activities.) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Date of Agreement:		5. Completed Units Total Number: HOME-Assisted:

G. Units.

1. Of the Completed Units, the number:	Total:	Home-Assisted:
Meeting Energy Star standards		
504-accessible		
2. Period of Affordability: If you are imposing a period of affordability that is longer than the regulatory minimum, enter the total years (HOME minimum + additional) of affordability: PJ-imposed period of affordability: years.		

H. Property Address. (For multi-address activities)

1. Homebuyer's Name:		2. Homebuyer's Street Address	
3. City:		4. State	5. ZIP Code
		MT	
		6. County	

I. Costs:

Purchase Price: \$0

Value After Rehab (For Acquisition/Rehab activities ONLY): \$0

1. HOME Funds (including Program Income)

a. Property Costs		Totals
(1) Amortized Loan	\$0	
(2) Grant	\$0	
(3) Deferred Payment Loan (DPL)	\$0	
(4) Other	\$0	
b. Downpayment Assistance		
(1) Amortized Loan	\$0	
(2) Grant	\$0	
(3) Deferred Payment Loan (DPL)	\$0	
(4) Other	\$0	
HOME Total this address [a + b]		\$0

Homebuyer Completion Form

HOME Program (for single and multi-address activities)

2. Public Funds

(1) Other Federal Funds	\$0	
(2) State / Local Funds	\$0	
(3) Tax Exempt Bond Proceeds	\$0	
Total Public Funds [(1) + (2) + (3)]		\$0

3. Private Funds

(1) Private Loans	\$0	
(2) Owner Cash Contribution	\$0	
(3) Private Grants	\$0	
Total Private Funds [(1) + (2) + (3)]		\$0
4. Activity Total (or total this address)		\$0

J. Household Characteristics (refer to codes below where applicable)

Unit #	# of Bdrms	Occupant	Household					Assistance Type	Total Monthly Rent
			% Median	Hispanic? Y / N	Race	Size	Type		
		2							N/A

1. Homebuyer counseling Homebuyer received (check one): <input type="checkbox"/> (1) No counseling <input type="checkbox"/> (3) Post-counseling <input type="checkbox"/> (2) Pre-counseling <input type="checkbox"/> (4) Both	2. FHA Insured? (for multi-address activities) <input type="checkbox"/> Yes <input type="checkbox"/> No	3. First-time homebuyer? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Coming from subsidized housing? <input type="checkbox"/> Yes <input type="checkbox"/> No	5. Lease Purchase? (for multi-address activities) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, date of agreement:	

of Bdrms
0 - SRO/Efficiency
1 - 1 bedroom
2 - 2 bedrooms
3 - 3 bedrooms
4 - 4 bedrooms
5 - 5 or more bedrooms

Occupant
1 - Tenant
2 - Owner
9 - Vacant Unit

Household % of Median
1 - 0 to 30%
2 - 30+ to 50%
3 - 50+ to 60%
4 - 60+ to 80%

Household Race
11 - White
12 - Black or African American
13 - Asian
14 - American Indian or Alaska Native
15 - Native Hawaiian or Other Pacific Islander
16 - American Indian or Alaska Native & White
17 - Asian & White
18 - Black or African American & White
19 - American Indian or Alaska Native & Black or African American
20 - Other Multi Racial

Assistance Type
1 - Section 8
2 - HOME TBRA
3 - Other federal, state or local assistance
4 - No assistance

Household Size
1 - 1 person
2 - 2 persons
3 - 3 persons
4 - 4 persons
5 - 5 persons
6 - 6 persons
7 - 7 persons
8 - 8 or more persons

Household Type
1 - Single, non-elderly
2 - Elderly
3 - Single parent
4 - Two parents
5 - Other